

10 DEC 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Report of Actions Affecting Personnel  
Utilization

1. This memorandum is for information only.

2. Reference is made to the instructions given in your staff meeting of 27 August 1957 that you be advised of any personnel reductions or organizational changes affecting personnel utilization. The first such report was made to you by this office on 7 November 1957.

3. Protracted assignments outside of the usual office or Agency pursuits which in effect reduced the available personnel in this office, and which were reported on 7 November 1957, continued in effect during the month of November as follows:

a. One Physical Security Officer continues on assignment on a full-time basis with the Office of Defense Mobilization.

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4. The new Headquarters building planning continues to occupy some of our personnel as follows:

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By: _____

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a. One senior Security Officer has continued during the month to spend about one-third of his time in a security advisory capacity with the Building Planning Staff.

b. Two senior Security Officers (reduced from three in previous months) spend about 50% of their time within the Office of Security on security aspects concerned with the new building.

5. A new requirement on this office which was filled in November was the assignment of a senior Security Officer to assist White House personnel in preparations for the NATO meeting in Paris. He was occupied from the 22nd through the 28th of November on this assignment.

6. Instances of organizational changes which took place during the month of November and which affected the utilization of personnel without increasing the Table of Organization of this office are as follows:

a. A Security Officer was detailed to the Office of Training on 7 November 1957 on a full-time basis to support training in connection with the counter-audio training program.


b. One clerical slot was provided on 1 November 1957 within our Administration and Training Staff, without increasing the office Table of Organization, in order to take care of extra clerical work generated by the support of extra training activities resulting from the counter-audio course, the Agency reindoctrination program and increased Career Management Officer activities.

c. A clerical slot was provided in the Technical Branch of this office on 1 November 1957 without increasing the Table of Organization of the office to take care of clerical work resulting from the augmented activities of that Branch.

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d. A staff agent recently returned from an overseas assignment was absorbed on 18 November 1957 into the Table of Organization of this office and maintained on a covert basis for future covert assignment in connection with the security of the new building.

  
Sheffield Edwards  
Director of Security

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Distribution:

Orig & 1 - Addressee

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